

Utah State Library Division
2006 Annual Report of Public Library Services
Public Service Hours Worksheet



Please use the worksheet and instructions below to calculate the value of Data Elements 31 and 32.

Using the worksheet on the following page, complete the computation below for each weekly schedule used during the library's fiscal year. Include all fixed site outlets and all bookmobile schedules. Bookmobile hours are based on the number of hours the bookmobile is at a stop.

Cover the entire 52-week year for each outlet. Remember, you are working with your fiscal year, not the calendar year. If you are closed for a period of time, include those weeks in the week count for the appropriate schedule, and also include that time in the hours closed.

The form below has room for 4 schedules. Use a second sheet if you have more schedules.

(a) Total Weekly Hours

This is the total of hours the library is open Sunday through Saturday for each schedule.

(b) Number of Weeks Schedule in Use

This shows how many weeks the schedule was in force and may include weeks when there was no service. The total for all schedules for an outlet (or group of outlets using the same schedule) should equal 52.

(c) Number of Outlets Using the Schedule

If more than one branch has the same schedule, you can note that here.

(d) Service Hours for Schedule

This is calculated by multiplying the Weekly Hours (a) by the Number of Weeks (b) and by the Number of Outlets (c). Thus: (d) Service Hours for Schedule = (a) x (b) x (c)

(e) Number of Hours Closed

This indicates the number of hours when all outlets, noted in item (c), were closed. Include holidays, staff training days, closure for computer upgrades, remodeling, cleaning, etc. Do not include days when you are normally closed (such as Sundays). Remember, you are counting hours, not days. If you were closed all day on a day where you were normally open for 10 hours, you count 10 hours. If the library was usually open until 9 pm and you closed early at 6 pm, you would count 3 hours closed. If only one outlet is closed, say for remodeling, but the others remained open, you should create a separate schedule for that one outlet.

(f) Service Hours for the Entire Year

Add the *Service Hours* of all schedules noted on line (d).

(g) Total Number of Hours Closed

Add the *Number of Hours Closed* of all schedules noted on line (e)

Public Service Hours Worksheet				
	<i>Schedule 1</i>	<i>Schedule 2</i>	<i>Schedule 3</i>	<i>Schedule 4</i>
Number of Hours Open Each Week				
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
(a) Total Weekly Hours				
(b) Number of Weeks Schedule was In Use				
(c) Number of Outlets Using This Schedule				
(d) Service Hours for Schedule (a) x (b) x (c)				
(e) Number of Hours Closed (see definition on previous page)				
(f) Service Hours for the Entire Year				
(g) Total Number of Hours Closed for the Entire Year				

Now calculate the two data elements to be reported and enter the figures on the annual report in Data Elements 31 and 32.

(31) Weekly Scheduled Public Service Hours (all outlets)

Service Hours for the Entire Year (f) divided by 52

(32) Public Service Hours Per Year (all outlets)

Service Hours for the Entire Year (f) minus Total Number of Hours Closed (g)